

## EXHIBIT 2-E

*Sample - To be completed on local government letterhead.*

### FINDING OF EXEMPTION FOR ADMINISTRATIVE ACTIVITIES

*Date*

*(Name HOME Program Officer)*

Montana Department of Commerce  
PO Box 200545  
Helena, MT 59620-0545

Dear *(Name of HOME Program Officer)*:

On *(Date)*, the *(City, County or CHDO)* received notice from the Montana Department of Commerce that the Town's application for a housing project under the Montana HOME Investment Partnerships Program has been tentatively approved. Pursuant to this notification, it is the finding of the *(Town) (City) (County) (CHDO)* that the following activities approved for funding under the State-administered HOME Program are defined as "exempt" under 24 CFR Part 58.34. The costs associated with conducting these activities are defined as reimbursable under 24 CFR Part 92:

1. Administrative costs, consisting of project planning and management activities, including contract negotiation, development of management plan, attendance at grantee training workshops, public information, advertising for and selection of administrative and engineering consultants, and actual engineering and design costs.
2. Environmental review activities, including publication of notices, preparation of the Environmental Review Record, and submittal of an Environmental Finding and Request for Release of Funds to the Montana Department of Commerce.

The *(Town) (City) (County) (CHDO)* hereby requests the Montana Department of Commerce authorize incurring of costs related to the activities described above. I understand that in the event the contract with the Department is not executed, the environmental review is not completed, or the Department does not issue a release of funds, any costs incurred pursuant to the Department's authorization requested herein are the responsibility of the *(Town) (City) (County) (CHDO)* and will not be reimbursed by the Department.

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*(Signature/Environmental Certifying Official)*